ISIS

to

NC E-Procurement Guide

Education Management Systems, Inc.

OVERVIEW

Before ISIS and E-Procurement integration can be established there are several steps that must take place. This document outlines the issues related to ISIS in detail and the issues related to E-Procurement in a summary fashion. The support staff at NC@YourService will be happy to assist you with the details related to those setup steps. This overview serves as a summarized checklist.

_____ ISIS Release 4.00 must be installed. Release 4.00 includes many file changes and new files. It also adds a new subsystem to your AS400, QISIS. QISIS will hold the following jobs:
- Email processing for requisition approvals,
- Incoming vendor data from NCEP.
- Incoming requisition data from NCEP
- Outgoing PO data back to NCEP.
- Outgoing invoice data back to NCEP.

_____ (NC@YourService Items):
_____ The "Entity Client" personal computer and software must be installed.
_____ Several parameters must be established for your LEA on the NCEP website. Several of these contain "cross-references" fields that will be used in the integration to ISIS.
_____ For these items, the support staff at NC@YourService will provide you with assistance.

_____ Control File (ISIS GL menu option 11).
_____ Set up the new screen with E-Procurement related fields (F7).

_____ Site File (ISIS GL menu option 13).
_____ Cross reference fields must be entered at the bottom of the screen.

_____ Security File (ISIS GL menu option 17).
_____ Cross reference fields must be entered at the bottom of the screen.
_____ User email is required for users with requisition security set to 'Y'

_____ Baseline Vendor Synchronization

_____ This “baseline” vendor synch integrates virtually all existing NCEP vendors into the ISIS vendor files and for this reason will take longer than the daily vendor synch. The baseline is run only once.

Two results will occur with the ‘baseline’: tax ids from NCEP vendors will match up with tax ids on vendors in ISIS, thereby turning them into NCEP vendors; OR a match will not be found on tax id in ISIS and new EP vendors will be created in an ‘inactive’ status in ISIS.

_____ Change any automated backup schedules to not run on the night the baseline program processes.

_____ Change any automated power down schedules so that the AS400 will not power down the night the baseline processes.

_____ End subsystem QINTER (shutting it down) to prevent other users from using the AS400. This will mean that the baseline program should probably be run from the control display next to the AS400.

Setting up the AS400 for Entity Client Integration

Steps to create the IFS folders on the AS400

Sign onto the AS400 using the security officer id and password. On a command line type the following commands in the order shown.

CRTDIR DIR(messages) DTAAUT(*RWX) OBJAUT(*ALL)

CRTDIR DIR('\messages\vendor') DTAAUT(*RWX) OBJAUT(*ALL)

CRTDIR DIR('\messages\vendor\inbox') DTAAUT(*RWX) OBJAUT(*ALL)

CRTDIR DIR('\messages\requisition') DTAAUT(*RWX) OBJAUT(*ALL)

CRTDIR DIR('\messages\ requisition\inbox') DTAAUT(*RWX) OBJAUT(*ALL)

CRTDIR DIR('\messages\order') DTAAUT(*RWX) OBJAUT(*ALL)

CRTDIR DIR('\messages\order\outbox') DTAAUT(*RWX) OBJAUT(*ALL)

CRTDIR DIR('\messages\invoice') DTAAUT(*RWX) OBJAUT(*ALL)

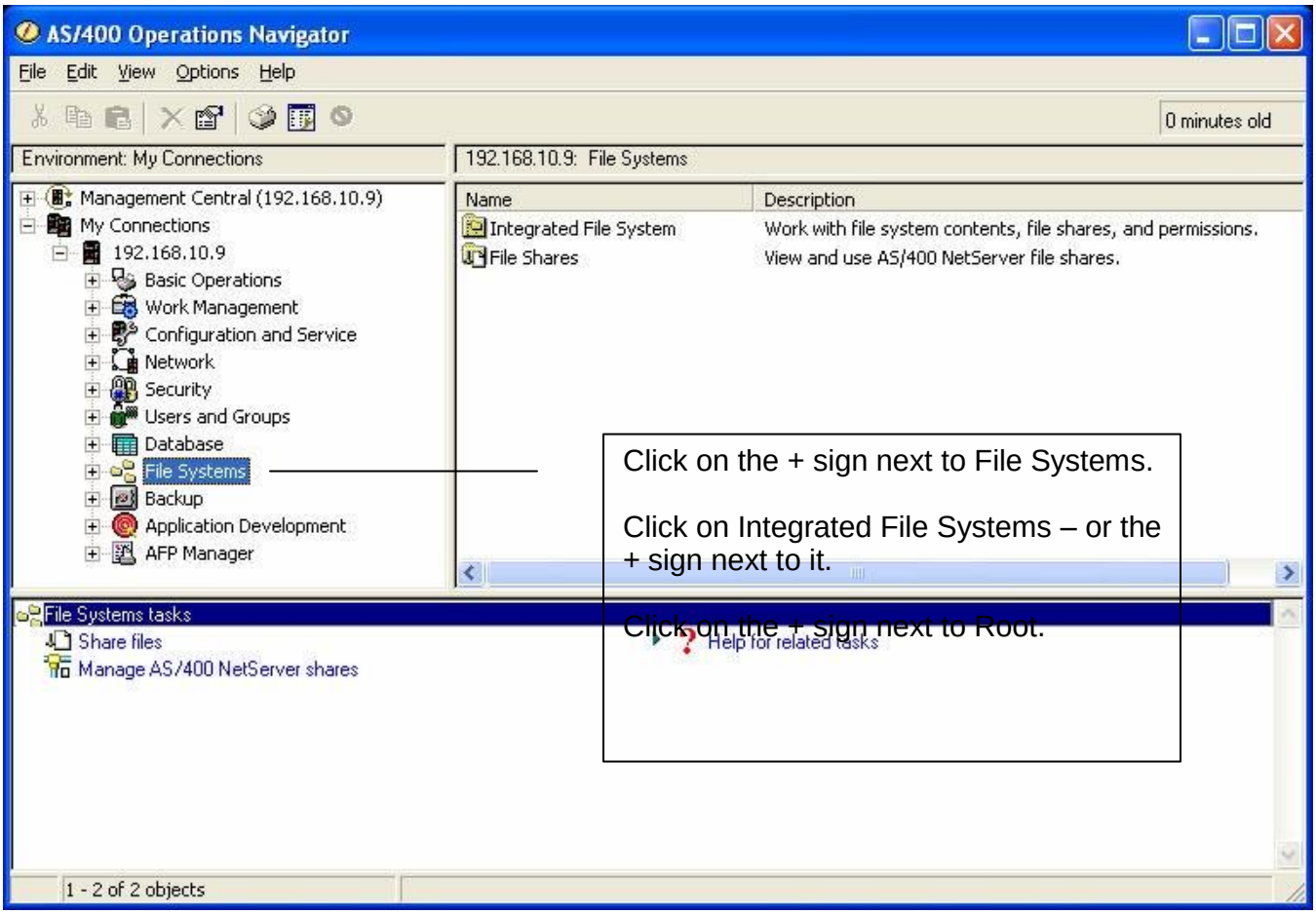
CRTDIR DIR('\messages\invoice\outbox') DTAAUT(*RWX) OBJAUT(*ALL)

Creating a Shared Drive on Entity Client

Client Access must be installed on Entity Client

Go To -- AS400 Operations Navigator (click on Start, Programs, AS400 Client Access (Express), AS400 Operations Navigator)

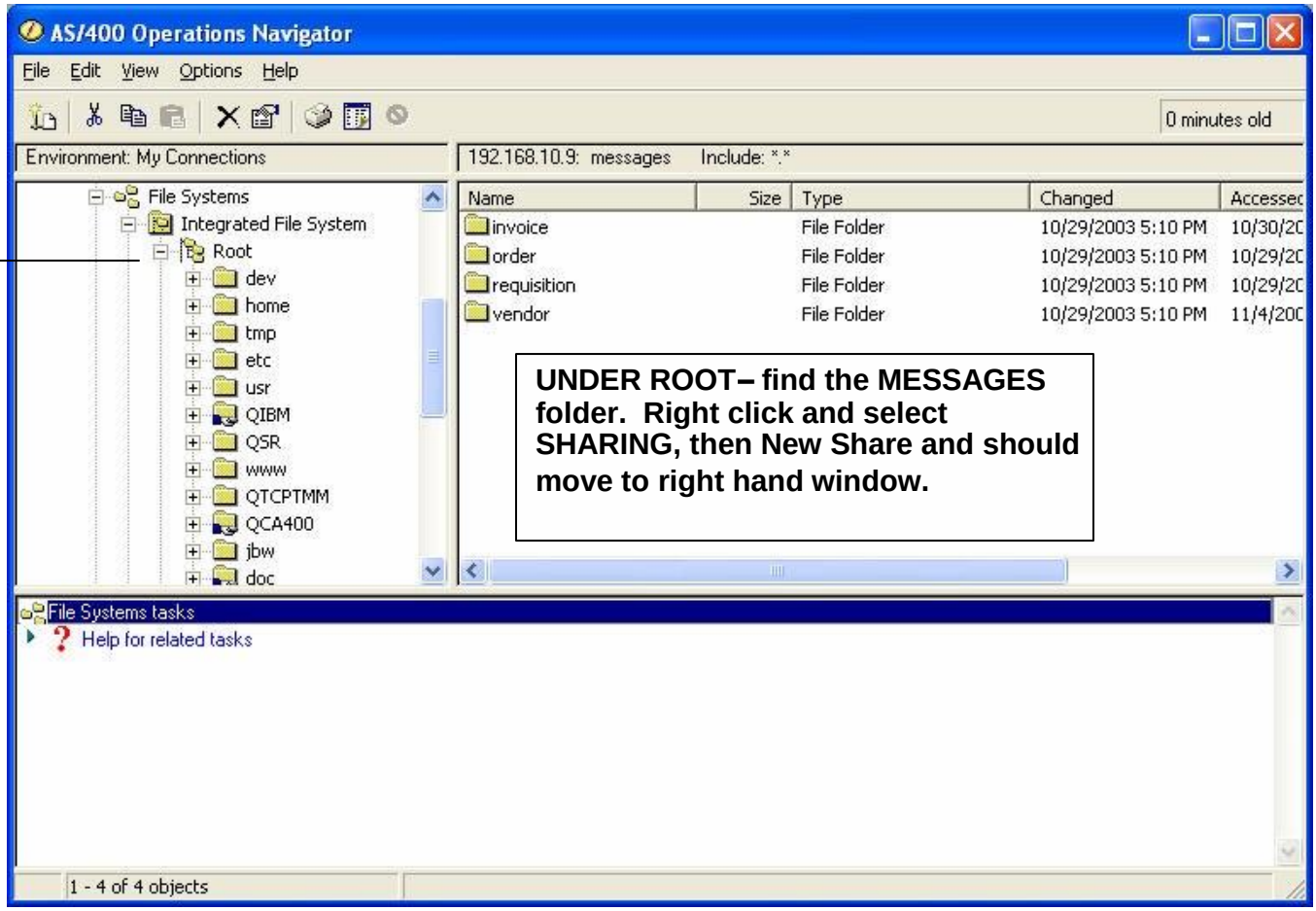
Click on the + sign next to the IP address for the AS400.

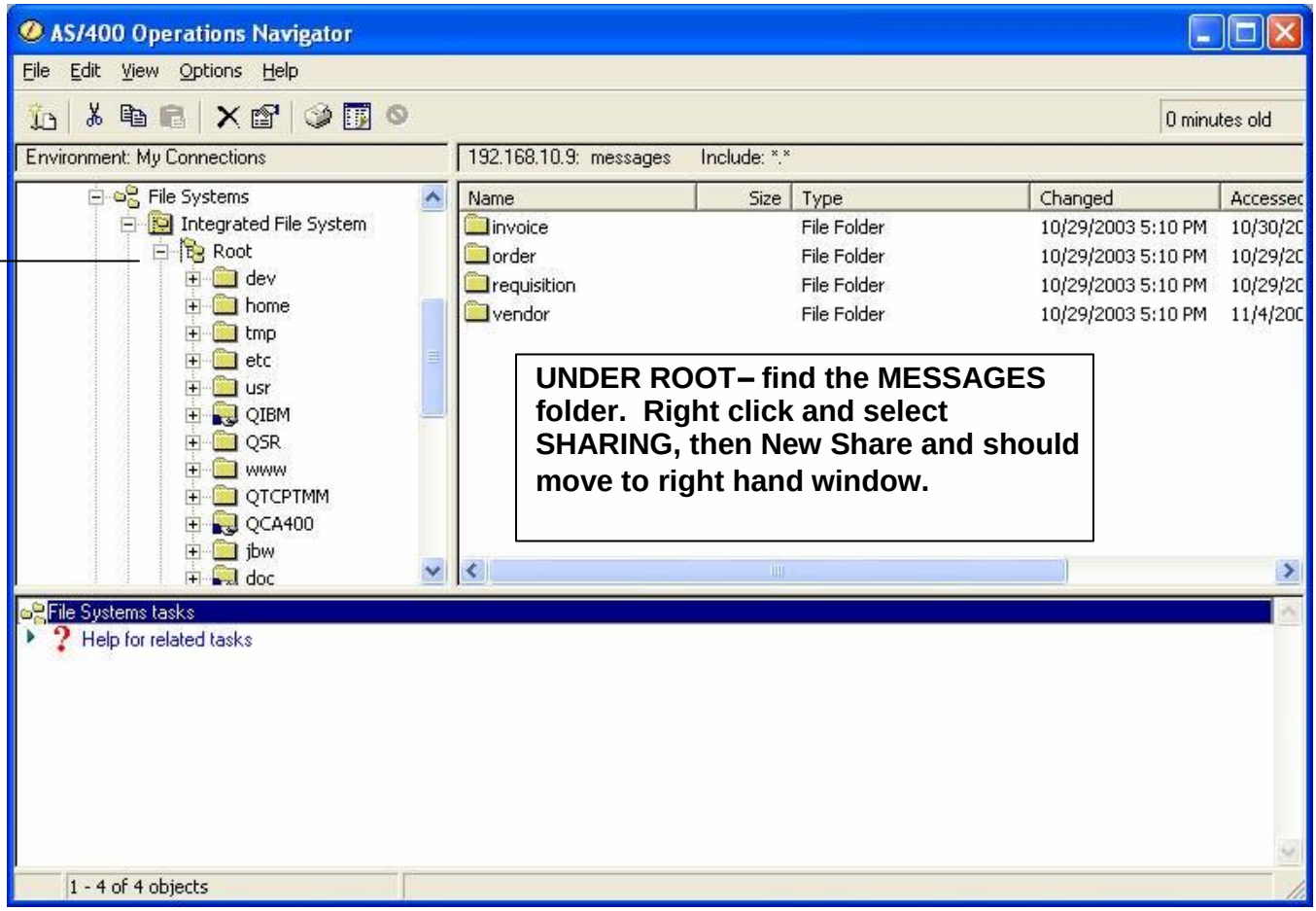


Click on the + sign next to File Systems.

Click on Integrated File Systems – or the + sign next to it.

Click on the + sign next to Root.


AS/400 Operations Navigator
File Edit View Options Help
0 minutes old
Environment: My Connections
192.168.10.9: messages Include: *.*
File Systems
Integrated File System
Root
dev
home
tmp
etc
usr
QIBM
QSR
www
QTCPTMM
QCA400
jbw
doc
Name Size Type Changed Accessed
invoice File Folder 10/29/2003 5:10 PM 10/30/2C
order File Folder 10/29/2003 5:10 PM 10/29/2C
requisition File Folder 10/29/2003 5:10 PM 10/29/2C
vendor File Folder 10/29/2003 5:10 PM 11/4/20C
UNDER ROOT– find the MESSAGES folder. Right click and select SHARING, then New Share and should move to right hand window.
File Systems tasks
Help for related tasks
1 - 4 of 4 objects


AS/400 Operations Navigator
File Edit View Options Help
0 minutes old
Environment: My Connections
192.168.10.9: messages Include: *.*
File Systems
Integrated File System
Root
dev
home
tmp
etc
usr
QIBM
QSR
www
QTCPTMM
QCA400
jbw
doc
Name Size Type Changed Accessed
invoice File Folder 10/29/2003 5:10 PM 10/30/2C
order File Folder 10/29/2003 5:10 PM 10/29/2C
requisition File Folder 10/29/2003 5:10 PM 10/29/2C
vendor File Folder 10/29/2003 5:10 PM 11/4/20C
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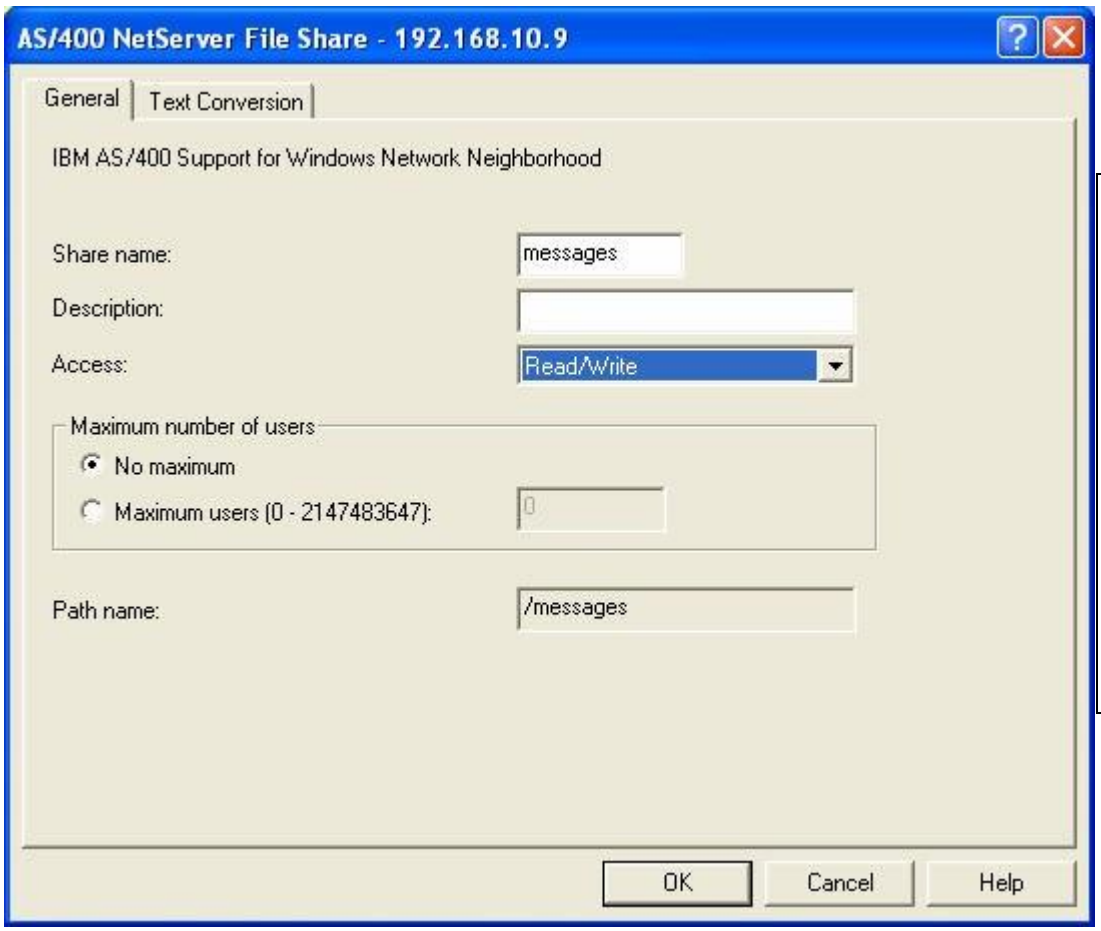


Change Access box to Read/Write.

Click OK

The AS400 is now ready to receive data from E-Procurement and to send data back to NCEP.

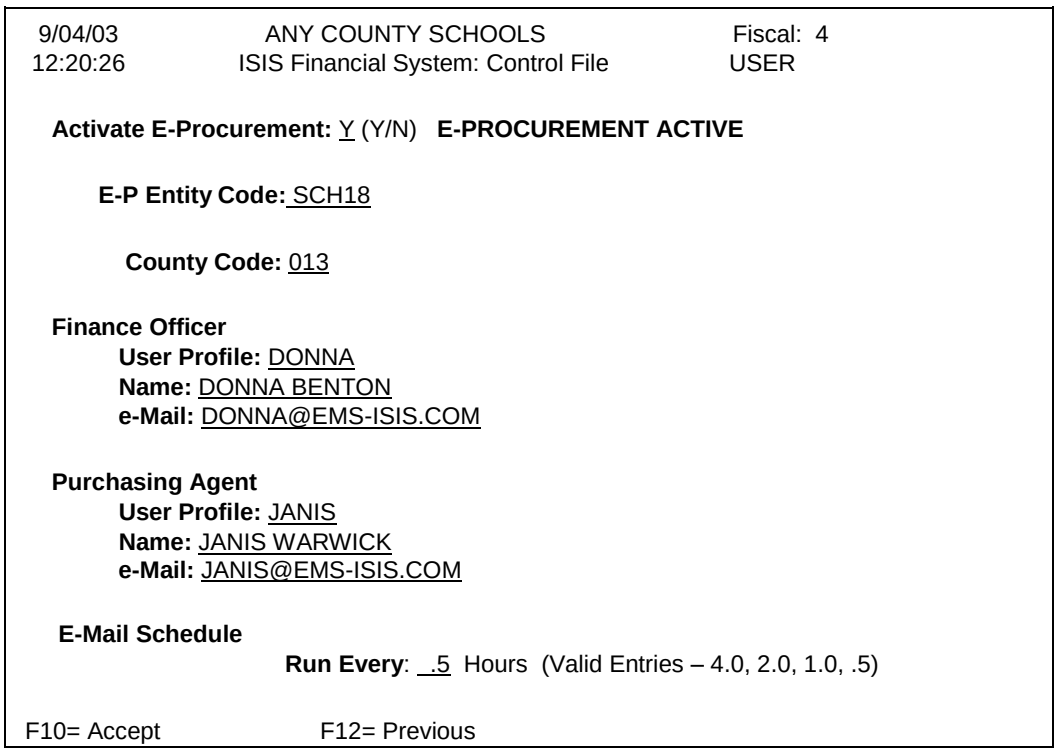
SETTING PARAMETERS IN ISIS FOR E-PROCUREMENT

This section provides the details outlined in the previous section related to setting the parameters in ISIS that "turn on " E-Procurement programs and features.

Control File (option 11)

- **Press F6 to enter the Control File in "change" mode.**

- **Press F7 to move to the "EP Fields" screen to set up E-Procurement Parameters.**
  - The "**Activate E-Procurement**" field is a one way "switch" to turn on the E-Procurement programs. It requires a password that is provided by the ISIS staff. Once set to 'yes', all other fields on this screen are required.
  - **E-P Entity Code** is assigned by the NCEP website when your LEA registers. It will be used to import the requisitions into ISIS.
  - **County Code** is used as a default for importing vendors from E-Procurement.
  - **Finance Officer** name is used for putting the "electronic" signature on PO's that pass back to the NCEP website. The user profile & email address is used internally as needed.
  - **Purchasing Agent** data is required. If you do not have a purchasing agent, enter data for the Finance Officer or another individual who should receive email notifications when and if requisitions from the NCEP website fail upon import.
  - **E-Mail Schedule** is how often you want to receive email notifications for E-P. Your choices are every 4 hours, 2 hours, 1 hour, or every 30 minutes.



- **Press F10 to update the file.** The data on the screen is updated and the programs using EProcurement parameters are "turned on".

The **QISIS subsystem** has several jobs added to which are set to run at various times. A list of the jobs and time intervals follows:

- **Vendor Synchronization Import** program – this runs once a day. After the baseline import, only new or updated vendor information from the NCEP website will be imported into your vendor file.

- **Requisition Import** program – this program pulls requisition data entered through the NCEP website into ISIS where an ISIS requisition(s) is created. This program checks approximately every 5 minutes for new data from the NCEP website.

- **Purchase Order Export** program – this program pushes Purchase Order information back to the NCEP website. The program checks approximately every 5 minutes for data that should be sent to the NCEP website. This includes purchase orders that:
  - originated as requisitions from the NCEP website that were approved into a PO, or
  - originated as requisitions within ISIS to E-Procurement vendors that were approved into a PO, or
  - originated as a purchase order from within ISIS to E-Procurement vendors.

- **Paid Invoice Export** program – this program pushes paid invoice information on invoices paid against purchase orders to E-Procurement vendors back to NCEP. The following General Ledger programs capture this information for submittal to NCEP:
  - Check writing – menu option 22.
  - Manual checks – menu option 25
  - Void checks – menu option 24.

  The paid invoice export program checks approximately every 5 minutes for data to be sent.

- The **Email** program started running in subsystem QISIS with release 4.00, even without the EP switch being turned on. It defaults to running every 4 hours, but you have the option of setting different intervals – every 30 minutes, 1 hour, 2 hours, or 4 hours depending on the setting you chose in the Control File. The "next approver" is notified by email that requisition(s) need approval or correction ---- for <u>all</u> types of requisition. Once E-Procurement is "turned on", it includes those requisitions also. The originator of the requisition is not notified by email unless an error occurs on the requisition since they have online lookup within ISIS to view approvals.

Site File (option 13)

On the NCEP website valid "ship to" information is entered. In order for requisitions entered through the NCEP website to interface with ISIS, a cross reference to ISIS sites must be established. Using the location id from the NCEP website, select the corresponding ISIS site and …..

- **Press F6 to enter in "change" mode.**

9/04/03 **ANY COUNTY SCHOOLS** **Fiscal: 4**
12:36:48 **ISIS Financial System: Site File** **USER**

Site Code: 304
Site Name: ANY NORTH CAROLINA ELEMENTARY SCHOOL

Ship to: ANY NORTH CAROLINA ELEMENTARY
3801 HIGHWAY 601 SOUTH

City: CONCORD **State:** NC **Zip:** 28025-1234
Attention: _____

Bill To: ANY COUNTY SCHOOLS
PO BOX 388
CENTRAL OFFICE
City: ANYTOWN **State:** NC **Zip**: 28026-1234
Attention: ACCOUNTS PAYABLE

Phone: (___) ___-_____

NCEP XRef: 205

F12=Return

Enter the cross reference id for the matching location on the NCEP website in the NCEP Xref field.

Press Enter to update the file.

Requisitions imported from NCEP without a valid cross reference id to the ISIS site file will be created in an ERROR status. The Purchasing Agent named in the control file will receive notification via email. In order to remove the error status, he/she must enter a valid ISIS site code containing an NCEP cross reference.

Security File (option 17)

All users entering requisitions through the NCEP website must have an AS400 user profile.

All users entering requisitions through the NCEP website must exist in the ISIS General Ledger security file.

On the NCEP website, user information is entered. In order for requisitions entered through the NCEP website to interface with ISIS, a cross reference to the ISIS security file must be established. Select the corresponding ISIS User ID and……

- **Press F6 to enter in "change" mode for existing users. Press F5 to enter new users.**

9/04/03 ANY COUNTY SCHOOLS Fiscal: 4
12:45:22 ISIS Financial System: Security USER

User Profile: DSB

Grant Access to Control File: N
Restrict Account Access: Y
Grant Access to Utility Menu: N

	Add	Change	Delete	Inquiry	Approve	Next Approver
Account Master:	N	N	N	Y		
Vendor File:	N	N	N	Y		
Purchase Orders:	N	N	N	Y	N	
Requisitions:	Y	Y	Y	Y	1 (1-9)	JBW
Input Invoices:	N	N	N	Y	N	
Post Invoices:	N					
Write Checks:	N	N				
Bank Accounts:	N	N	N	N		
School Sites:	N	N	N	Y		
Enter Deposits:		N				
Bank Recon:		N				
A J E :	N	N	N			

Ledger/Budget/Encumb

EP User ID: DSB123
User e-Mail: **DONNA@hotmail.COM**

F2=Authorized Accounts F9=Locations F10=Accept F11=Acct\Loc Report
F12=Return

ISIS Release 3.90 established approvals for requisitions. Up to 9 different levels are available. Level 9 should be given to the individual who can approve requisitions into purchase orders.

Any level less than level 9 now requires a “Next Approver”. Enter the next approver’s user profile. This person must exist in the ISIS security file and should have a higher level of approval.

If this user enters requisitions through the NCEP website enter the EP User Id in the appropriate field. If this user has requisition authority = Y, a user email address must be entered.

Requisitions imported from NCEP without a match in the ISIS security file via the EP User Id will be created in an ERROR status. The Purchasing Agent will be notified via email of this error and must update the requisition to remove the error status, or delete it from ISIS.

Vendor Synchronization ("Baseline")

Baseline vendor synchronization is run only once. This starts at the "Entity Client" PC where a request is sent for ALL E-Procurement vendors to be merged with the ISIS Vendor files. It may take a couple of hours to retrieve the baseline data from the NC-EP website.

The baseline synchronization program will take an estimated 12 hours to run. Please consider making the following changes for this process:

- Change any automated backup schedules to not run the night the baseline processes.
- Change any automated power down schedules not to power down the night the baseline processes.
- End subsystem QINTER (shutting it down) to prevent other users from using the AS400. This will mean that the baseline program should probably be run from the control display next to the AS400.

Once all vendor data for the baseline has been pushed to the AS400, use this command to process the E-P vendors into the ISIS Vendor files:

CALL GLPGMLIB/GL600A

After the "baseline" synchronization has run and Entity Client is running, only new or updated vendors from the NC-EP website will be pushed to ISIS. The ISIS vendor file is updated daily. **The vendor synchronization program will run automatically in the QISIS subsystem once a day.**

Vendor File

With installation of ISIS Release 4.00, the vendor file was converted. The vendor file is now made up of two parts: base data and location data. These two types of data are now stored in two files: GLVNDH holds the base data; GLVNDL holds the location data. Each vendor will have at least one location. Illustrations will follow in this section

The Federal Tax Id is a required field and duplicate tax ids are no longer allowed. Vendors with duplicate tax ids during the 4.00 conversion were consolidated into one vendor with multiple locations.

Any vendors found without a federal tax id were marked inactive. ***Vendors without a tax id cannot be used by requisition, PO, or invoicing programs until activated.*** Activation will not be allowed without a tax id. If a tax id is entered that matches the tax id on an existing vendor, an error message is given and the update will not be allowed. In such cases, any open requisitions or PO's to such a vendor will require you to change the vendor on the req or PO for payment processing

When E-Procurement is “turned on” one of the preliminary steps is to run a "baseline" vendor synchronization. This program merges EP vendors into your ISIS vendor file.

After the baseline, this same vendor synchronization program will run on a daily basis and does the following:

- If a tax id on an E-Procurement vendor matches a tax id on an existing ISIS vendor, then the ISIS vendor “converts” to an EP vendor. What does that mean? At this point the rules pertaining to EP vendors become active. In addition:
  - The EP vendor will “become” part of the existing ISIS vendor and is assigned the existing ISIS vendor number.
  - Any ISIS location(s) is marked inactive and the incoming EP location(s) is added with an active status.
- At that point in time, any existing reqs/PO’s you have for the ISIS vendor location can be processed for payment; however any new req’s/PO’s for that vendor must use the EP location(s).
- The ISIS location status cannot be changed and no new PO’s/req’s can be entered against the ISIS location.
- If no match is found on a tax id, the vendor is added to the ISIS Vendor file.
  - New EP vendor numbers start at 900000000.
  - The ISIS status is set to inactive.
- If a match is found on an existing E-P vendor, the vendor data is updated.

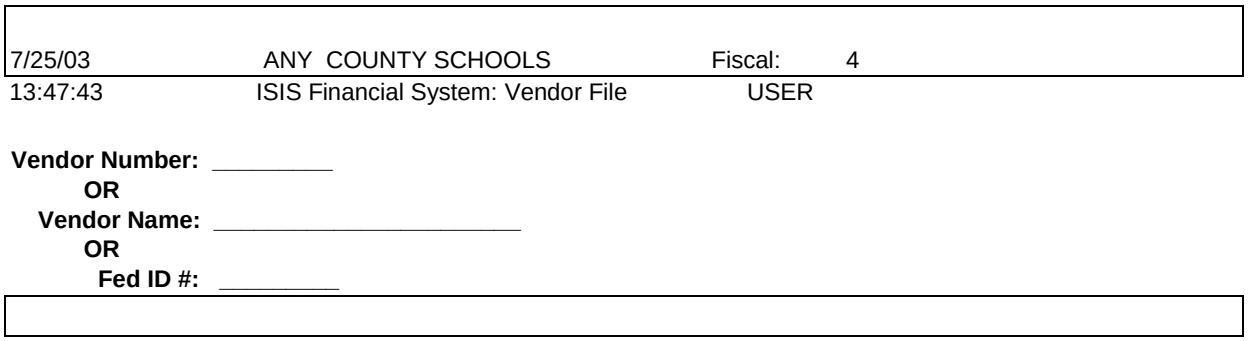
The difference in the baseline and the nightly, or incremental, vendor synchronization, is that after the baseline there may be EP vendors to match on.

ALL VENDORS now have an ISIS status: A= Active I=Inactive U=Unusable for this LEA
When release 4.00 was installed, the status for all ISIS vendors with a Federal Tax Id was set to "Active". All ISIS vendors without a tax id were set to "Inactive". If you decide that a vendor (ISIS or EProcurement) is one that you do not wish to use at your LEA, you may set the status to "Unusable".

E-Procurement vendors also carry a status flag named NCEP Status: AC=Active DE=Deleted BR=Debarred. Only E-Procurement vendors with an NCEP status of Active will be added to your vendor file.

The F4=List button is used to produce an inquiry list. The search boxes (F4) will display both the ISIS status and the E-Procurement status. The E-Procurement vendors will be noted in search boxes with "EP".

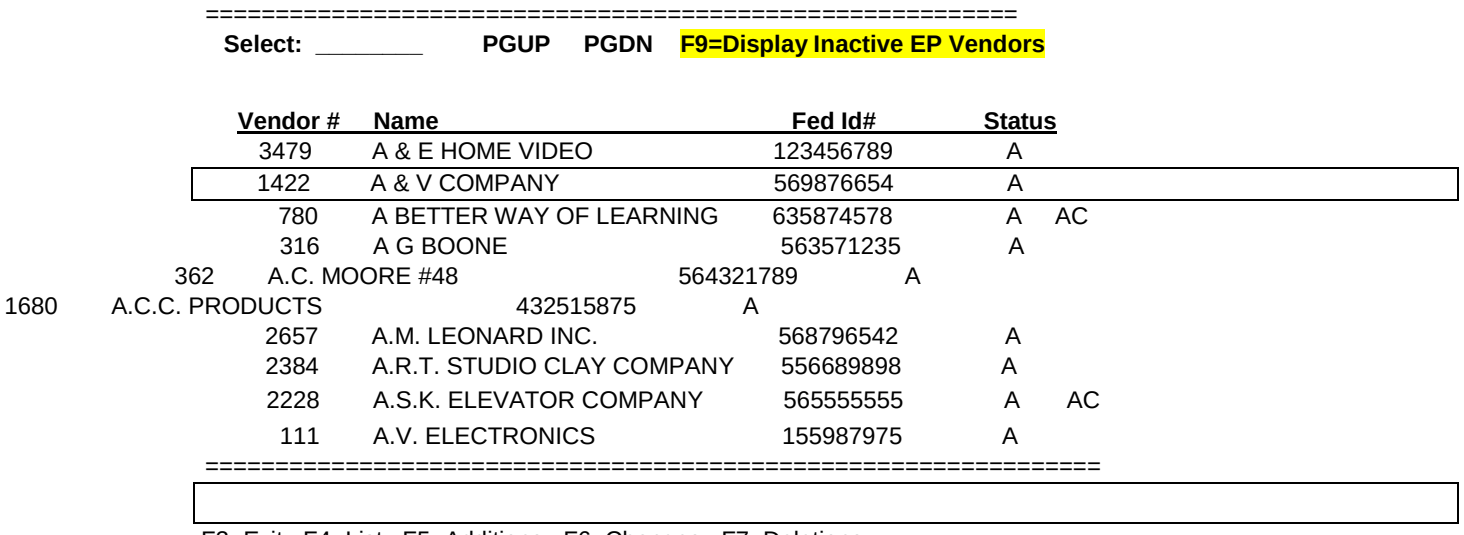
You may lookup vendors by the ISIS Vendor Number, by Vendor Name or by the Tax ID #.



F3=Exit F4=List F5=Additions F6=Changes F7=Deletions Copyright (C) 2003 Education Management Systems, Inc.

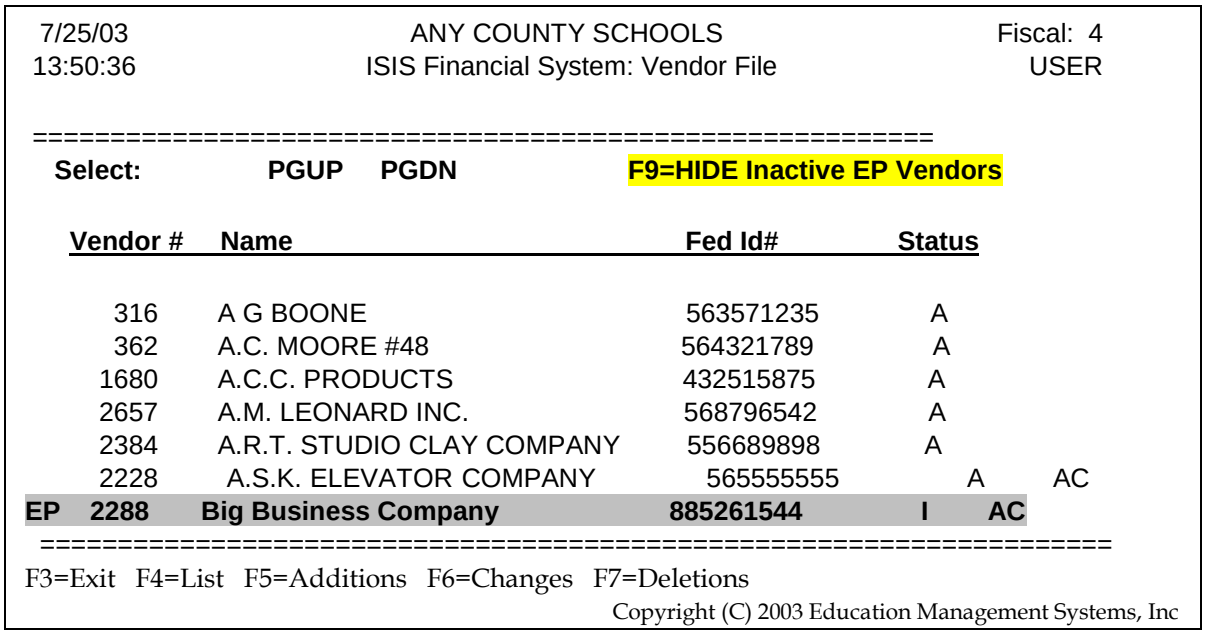
When the List screen appears, it shows all active vendors, both ISIS and E-Procurement. EProcurement vendors are noted with an "EP" to the left of the vendor number.
The F9 key acts as a toggle switch displaying or hiding inactive EP vendors. See below:

7/25/03 ANY COUNTY SCHOOLS Fiscal: 4
13:50:36 ISIS Financial System: Vendor File USER



Pressing the F9 key allows the users to include the inactive E-Procurement Vendors (vendors that have not yet been included on a requisition) in the search. Notice the inactive EP vendors are highlighted within the search box.

List of Inactive E-Procurement Vendors



Notice the function of the F9 key changes to HIDE inactive EP vendors. Should a user wish to activate an inactive EP vendor, select that vendor. Then take option F6 to Change and set the Local Status
(ISIS status) to “A”.

ISIS allows three status indicators for its vendors: A= Active, I=Inactive, U=Unusable. Unusable is typically set when a LEA decides this vendor is not to be used. See below:

Vendor Base Data

7/28/03 ANY COUNTY SCHOOLS Fiscal: 4
07:34:54 ISIS Financial System: **Vendor Change** USER
BASE DATA

E-Procurement Vendor

Vendor Number: 2288 **Federal Id:** 885261544 **NCEP Vend#: :** 885261544 **A**
Local Status: A (A/I/U)
NCEP Status: AC **NCEP Type:** EP

Mandatory EP: N **(Y/N)**

Vendor Name: Big Business Company

HUB Code: 8100503 **DISABLED-OWNER BUSINESS ENTRP**
Print 1099: N

Hold Payments: **Print P.O.:** NY **Hold P.O.'s:** **P.O. Copies:** N 1

F4=List F6= Chg Location F10=Accept F12=Return

Once an EP vendor is activated, the changes allowed are limited to:

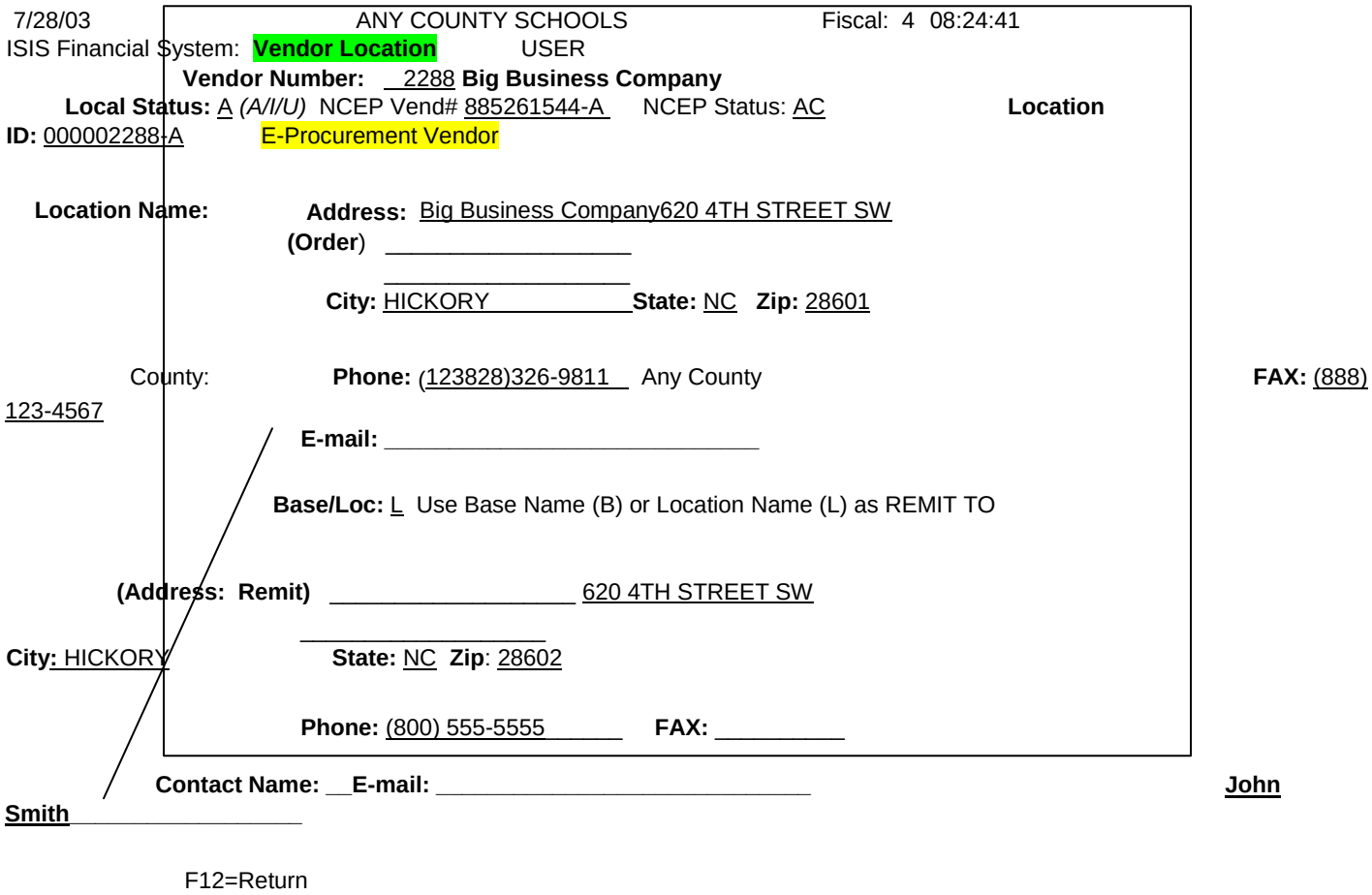
On the BASE DATA screen:

- The local (ISIS) status may be changed ▪ A different HUB code can be selected. ○ However if no HUB code exists, one cannot be added.
- Mandatory EP flag allows the Finance Officer to mandate that all orders to this vendor be entered through the NCEP website.
- The Print 1099 code flag may be changed.
- The Hold PO’s/Payments flags may be changed. ▪ The Print PO and # of copies may be changed.

On the LOCATION screen:

- The County Code field may be changed.
- The address fields may be changed. Some address data passed from NCEP to ISIS may appear run together or truncated, so corrections to the street address fields are allowed. Reminder: if the vendor sends updated information through NCEP, it may be "changed back" to its original "look'.

Vendor Location



The Base/Loc field indicates which name the vendor wishes to print on the checks. With EProcurement vendors this is determined during vendor registration through the NCEP website. However this is a new feature for ISIS vendors and may be used as needed.

Requisition Data Entry

This section addresses requisition data entry in the ISIS system (option 55 or remote menu option 13).
However, requisitions to E-Procurement vendors may also be entered through the NCEP website: https://buyer.ncgov.com/Ariba. Requisitions entered through the NCEP website are processed in ISIS virtually instantaneously. They are created under the same edits as requisitions entered through ISIS.

Requisitions entered through the NCEP website are done via a "shopping cart". Different items from different vendors or with different specifications may all be entered in the same shopping cart. The items in the shopping cart may be "split" into separate requisitions in ISIS, but will be linked in ISIS under an EP Originating Requisition ID that is part of the "cart". Separate requisitions will be created in ISIS for the following scenarios:

- Different Vendors
- Different Locations for a Vendor
- Different Need By dates for different items
- Different Ship To Codes (= different addresses/locations where the items need to be shipped)
- Different Shipping Methods specified
- Different Payment Methods specified

From the Requisition screen you can access an exisiting requisition by entering the ISIS Req # or the E-P Original Req# and F6 to change, F7 to close/delete, or F8 to inquire.

Searches in the requisition screen will now be allow by the EP Originating Requisition ID. One EP Originating Requisition ID may have **multiple** ISIS Requisition #'s or ISIS PO #'s for the reasons listed above. You will receive the following screen if you enter an EP Originating Requisition ID that has been split into multiple ISIS Requisition numbers.

8/11/03 ANY COUNTY SCHOOLS Fiscal: 4
17:32:53 ISIS Financial System: Requisition User

Req#:_____ Dept:____ Location: 304 Last Req Entered 12345

Select:_____ PGUP PGDN
F9= Display EP Errors Only

EP Req ID	Req#	Vendor Name	Ship to	EP
PR8001275	12342	Correction Enterprise School	304-	EP
PR8001275	12343	Williams Seating	205-Central	EP
PR8001275	12344	Williams Seating	102-Office	EP
PR8001275	12345	Dell Hareware & So	205-Central	EP

You must select the ISIS requisition you wish to work with. You may enter the EP Req ID in the select field and press enter, or use your arrow keys to highlight the correct requisition and press enter.

THERE ARE NO CHANGES IN THE RULES OR SCREENS FOR REQUISISTIONS AND/OR PURCHASE ORDERS TO "ISIS" VENDORS!!

However, there is a difference in vendor selection. If a vendor has more than one location you must choose a location. Otherwise, the single location defaults for that vendor.

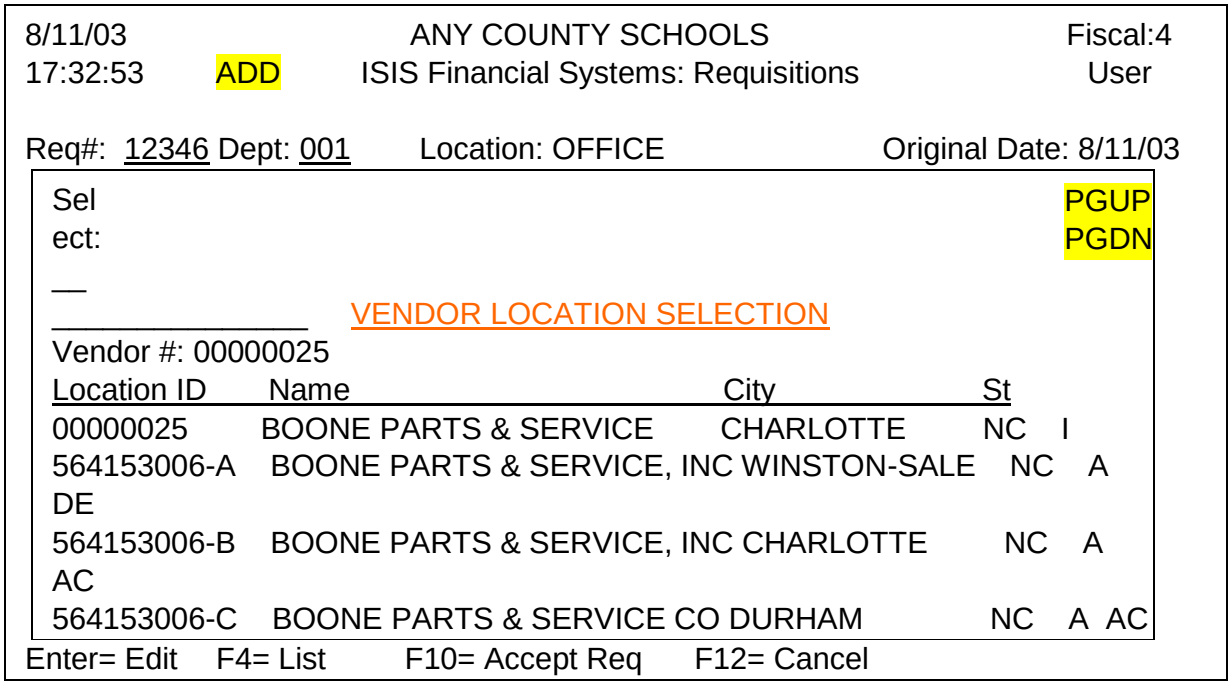
Requisitions to E-Procurement vendors are subject to the requirements established by the Purchasing & Contracts Division of the NC Department of Administration. This includes but is not limited to the following:

- Use of catalog items
- Use of contracts, such as term contracts, etc.

To add a new Requisition F5 from the Requisition screen. The following screen appears:

```
8/11/03                ANY COUNTY SCHOOLS                Fiscal: 4
17:32:53  ADD    ISIS Financial System: Requisitions      User

 Req#:  10128    Dept: DSB    Location: 304    Original Date:  8/11/03
 Vendor      #:                                          1500
Location: 000001500                    Ship to:  _____
 or  Name:  _____________________



 Delivery Date:  ________
     Account #: ___________________________________

  Est Shipping:  _______.00
    Gen Disc %:  _______    or  $'s _____.00
Cmnts: ____________________________________________________
       ____________________________________________________
       ____________________________________________________
  Enter=Edit   F4=List  F10=Accept Req F12=Cancel
```

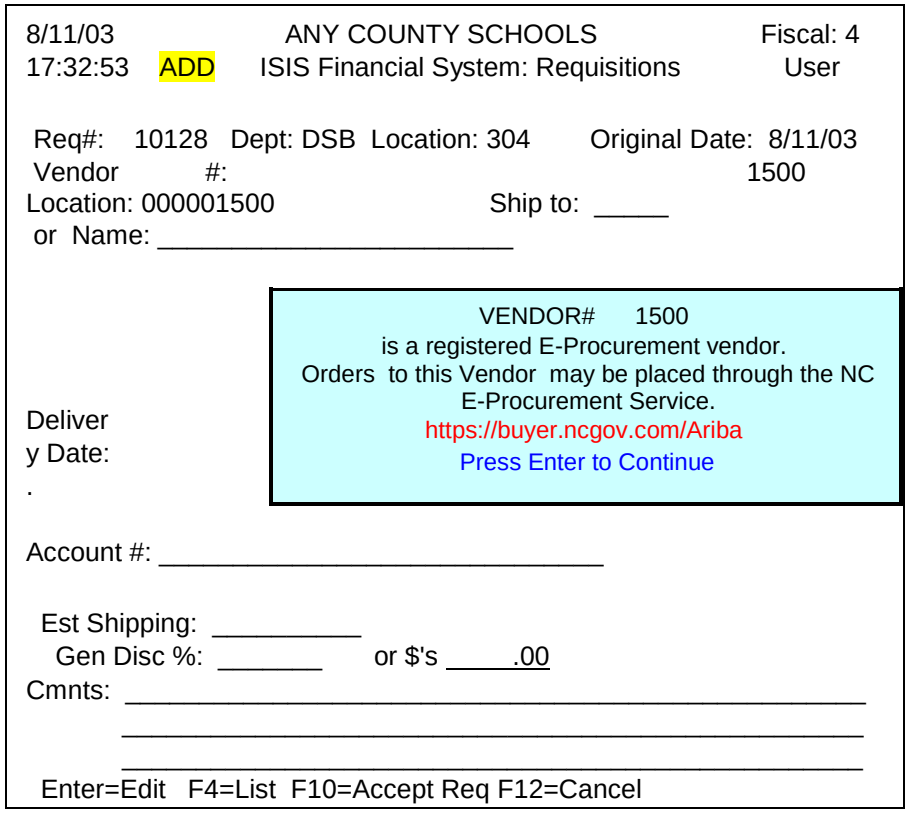
After you choose a vendor, another screen will appear for you to select a location unless there is only one location for that vendor. In that case, the only location will default to the field.



If you are using an E-P vendor, you must choose an AC (active EP) location. If you select an E-P vendor that has a status other than AC you will receive an error message.

Next you must select a Ship to code. If using an E-P vendor, you must choose a Ship to code that has a NCEP XREF set in the Site File (Opt 13).

If an E-Procurement vendor is selected a message displays indicating that this purchase may be made using the NCEP website.

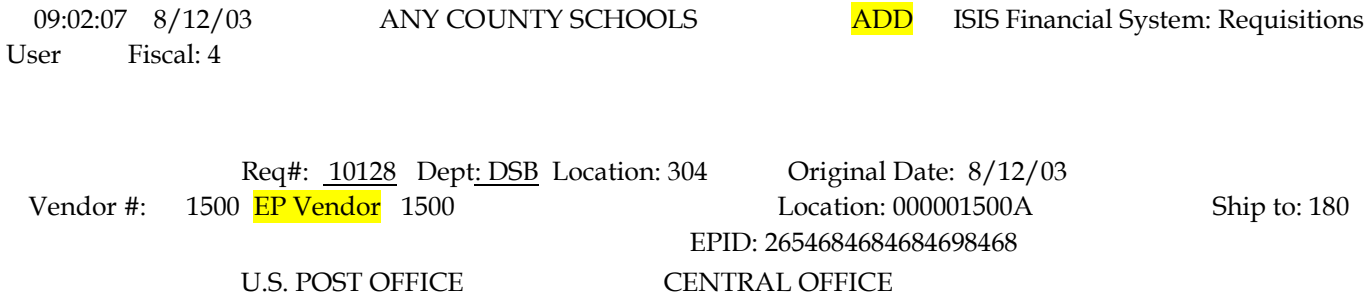


If you wish to enter this order through the NCEP website, press F12 to cancel. If not continue by pressing enter. Pressing the enter key acknowledges the message above, and you have two choices:

- the user can press F12 to cancel this requisition
- or continue data entry by completing the required fields.

Keep in mind, within the ISIS vendor file is a flag that may be set that mandates requisitions/orders to particular vendors be entered through the NCEP website and NOT through ISIS. Should such a vendor be selected, an error message box will display and you will not be allowed to proceed with the requisition in ISIS. Your only option at this point would be to F12 and cancel this requisition.

After completing the first screen, the following new E-Procurement screen displays:



E-Procurement Information

Title: _____

Freight Terms: _____

Pay Terms: _____

Ship Method: _____

Deliver To: _____

F4=List F10=Accept F12=Return

Every field on the "E-Procurement Information" screen is optional but will be processed and sent to the vendor if completed. The TITLE and DELIVER TO fields are completely user defined. The F4 key can be used to select from a list of Freight Terms, Pay Terms, and Ship Method.

Press F10 to accept and enter the detail data for what is being purchased.The detail screen is new for E-Procurement vendors. It contains several fields required by E-P:

8/12/03 ANY COUNTY SCHOOLS Fiscal: 4

09:08:14 ISIS Financial System: Requisitions User **Req#: 10128**

Dept: DSB Location: 180

EP Vendor

Line	Qty	Unit	Unit Cost	Description	+
1	.00	EACH	.0000	_____	

1. 5100.061.411.304.000.00 **Tax%:** .00 .00

Commodity: _____ **Catalog:** _N (Y/N) **Vend.Itm**: _____ **Whse**#: _____

Good/Service: __ (G/S) **Term Contract**:N (T/C/A/N) **Recycled**: N (Y/N) **Recycle**:___

Contract ID: _____

2	.00	EACH	.0000	_____	

1. 5100.061.411.304.000.00 **Tax%:** .00 .00

Commodity: _____ **Catalog:** __ (Y/N) **Vend.Itm**: _____ **Whse**#: _____

Good/Service: __ (G/S) **Term Contract**:N (T/C/A/N) **Recycled**: N (Y/N) **Recycle**:___

Contract ID: _____

3	.00	EACH	.0000	_____	

1.5100.061.411.304.000.00 **Tax%:** .00 .00

Commodity: _____ **Catalog:** __ (Y/N) **Vend.Itm**: _____ **Whse**#: _____

Good/Service: __ (G/S) **Term Contract**:N (T/C/A/N) **Recycled**: N (Y/N) **Recycle**:___

Contract ID: _____

TOTAL REQ AMT MUST BE GREATER THAN ZERO

Tax: _____ **Req.Total:** _____ **Est Ship:** _____

Mdse Total: _____

Enter=Edit/Total F2=Expand F4=List F10=Accept F12=Return

- Qty must be a whole number, except for a service

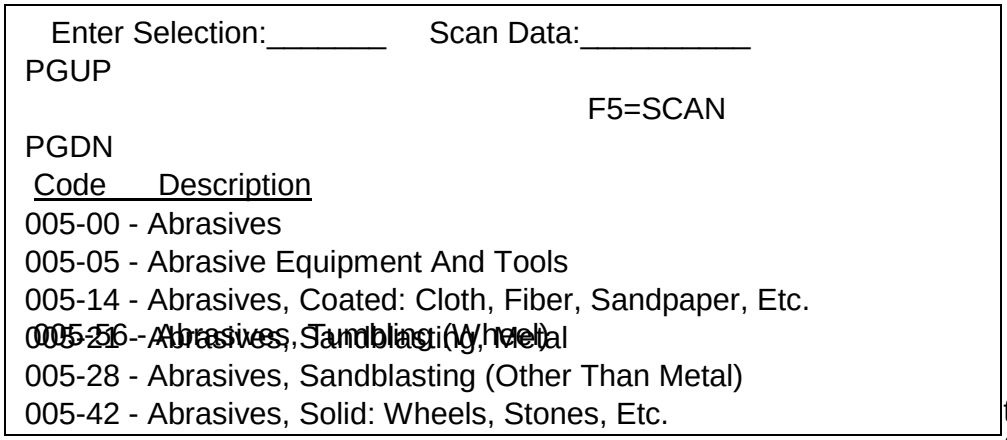
- Catalog is a required field. The default is “N”. Change as needed.

- Term Contract and the Contract Id field are also linked. If the term contract = N, a contract id is not required. If term contract = T, C, or A, the contract id must be entered.

- The “Recycled” field is an E-Procurement field that defaults to “N”. If the item being purchased is a recycled item, change this flag to “Y”.

- The accompanying Recycle field is the ISIS recycle code field and is user defined to *identify the type of recycled item* being purchased. This field is used for the Recycled Items Report (Utilities Menu, option 19).

- Commodity codes are required. An F4 search box provides a list of valid commodity codes:



Within the Commodity Code Search box, you may either search for commodity codes by their numeric code OR enter a partial description and press the F5 key.
The F5 key scans the commodity code file for the partial description entered and will bring back a list for you to choose from. As with other search boxes, you may use the mouse or arrow keys to highlight your selection and press enter or type the code in the Selection field and press enter.

Commodity Codes are linked to the Goods/Services indicator. The selection of the commodity code updates the Goods/Services indicator accordingly. Once set, the Goods/Services indicator cannot be changed.

Once data entry is complete, press F10. If there are no errors, the requisition is created.

Requisition Approval Process

ALL requisitions are subject to approvals before becoming Purchase Orders.

ISIS allows for up to 9 different levels of approvals per requisition. On the security screen (opt 17), if a user has requisition authorities and the approval level is < 9, a "Next Approver" username is required. At the bottom of the screen there is a required User Email Address field. When a requisition is entered, the next approver is notified, by email, of a requisition(s) awaiting approval. This process continues up the chain until the requisition receives final approval by a level 9 user which then turns the requisition into a Purchase Order.

Requisitions are created in ISIS in two ways:

- From within ISIS (opt 55 or remote option 13)
- Or from the NCEP website: https://buyer.ncgov.com/Ariba which imports them into ISIS

Requisitions entered through the NCEP website are created in ISIS almost instantly. Once a req has gone through all (if any) approvals on the website set for your LEA, it is transmitted to an "inbox" on your AS400. ISIS checks the "inbox" approximately every 5 minutes and processes incoming data into an ISIS requisition. Once created into an ISIS requisition, the "next approver" is notified via email.

When a requisition receives the final approval to make it a purchase order, the requisition is closed with the purchase order number noted in the comments. You may continue to view the closed requisition through inquiry mode (F8).

When you have received notification that you need to approve a requisition sign onto either:

- The Remote Menu – Requisitions Approval (opt 4) or, if you have access,
- The Main Menu - Approve Requisitions (opt 56)

Press F4 to receive a list of all requisitions awaiting approval for your authorized locations. You may also enter the location and press F4 for a list of req's for just that one location. The screen of unapproved requisitions displays:

Requisition Approvals

9/19/03 ANY COUNTY SCHOOLS Fiscal: 4
11:52:59 ISIS Financial System: Requisitions USER

Action Dept-RQ# Vendor/Ship to Account# $ Amount

__ TST 11446 ULTIMATE OFFICE, INC> **OVER BUDGET** $ 325.00
Loc: HERE J.N. FRIES MIDDLE SCHOOL 2.6540.001.321.315.000.00
Approved By: DONNA **Level**: 8 **Date**: 9/09/03 EP Vendor

__ TST 11451 TARHEEL BARK COMPANY **OVER BUDGET** $ 250.00
Loc: THERE MAINTENANCE DEPT. 2.6540.001.321.317.000.00
Approved By: DONNA **Level:** 8 **Date:** 9/09/03

__ 001 11454 AMSTERDAM PRINTING & LITHO $1,065.00
Loc: OFFICE ADMINISTRATIVE SERVICES 1.5200.034.361.000.000.00
Approved By: CHRISTI **Level**: 7 **Date:** 9/10/03 EP Vendor

__ 001 11462 BRYANT ELECTRIC OF LOWELL $ 111.83 **Loc:** OFFICE ADMINISTRATIVE SERVICES 1.5200.072.541.344.000.00
Approved By: CHRISTI **Level:** 7 **Date:** 9/11/03 EP Vendor

__ 223 11464 WE'RE FULL OF PROMOTIONS, INC. **OVER BUDGET** $ 133.75
Loc: DONTNO ADMINISTRATIVE SERVICES 2.5100.061.411.039.000.00
Approved By: CET **Level:** 1 **Date:** 9/11/03 EP Vendor
+
A=Approve D=Delete R=Review X=Display Approvals F12=Previous

You may review the requisition by entering an “R” on the action line. This takes you into the requisition screen in Inquiry mode.

You may review the prior approvals by entering an “X” on the action line. A box will appear with a list of approvals. It contains the level, user, date, and time approved.

You may approve the requisition by entering an “A” on the action line. If your approval level is less than 9, only the approval is recorded. If your approval level is less than 9, the next approver on your security profile is notified that approval(s) are needed.

When a level 9 approval is recorded the requisition is closed, and a purchase order is created. The PO#, who approved it, and the date are written to the last line of the description field on the first screen of the requisition for reference.

You may delete the requisition by entering a "D" on the action line. The requisition is closed and the monies are un-encumbered. This action is noted in the approvals screen also.

Once a requisition to an EP vendor is created into a PO, it will be transmitted to the NCEP website for routing to the vendor. The requisition is "closed" and the last line of comments on the first screen indicates the PO# and who approved it.

Purchase Orders

There are three categories of Purchase Orders that will be processed within ISIS.

- POs that originate in ISIS for Vendors that have not registered with NCEP (ISIS Vendors)
- POs that originate in ISIS for Vendors that have registered with NCEP (E-P Vendors)
- POs created from requisitions that originate in the NCEP system (E-P Vendors)

The following sections describe both types of purchase orders to vendors registered with EProcurement. ISIS will send purchase orders for E-Procurement vendors electronically back to the NCEP website to be routed to the vendor.

There are NO CHANGES in the rules or screens for Purchase Orders in ISIS to vendors that are not registered with NCEP!!!

Purchase orders are created in ISIS in two ways.

- Created when a Requisition is approved into a PO (opt 56)
- Created manually (opt 53)

If an E-Procurement Requisition is approved into a Purchase Order, the Purchase Order information is automatically sent back to the NCEP system at the time the PO is created.

If a Purchase Order is created to an E-Procurement vendor through Option 53, the Purchase Order information will be automatically sent to NCEP once the PO is saved.

Entering Purchase Orders

Orders Created in ISIS for E-Procurement Vendors

To add a new Purchase Order, F5 from the main Purchase Order screen (opt 53) and the following screen appears:

8/11/03 ANY COUNTY SCHOOLS Fiscal: 4 17:32:53 ADD ISIS
Financial System: Purchase Orders User

P.O.#: 12345 Dept: DSB Req# _____ Original Date: 8/11/03

Location:Vendor #: **_____1500_** Ship to: **EP**

Vendor: 1500 _____ or Name:

_____

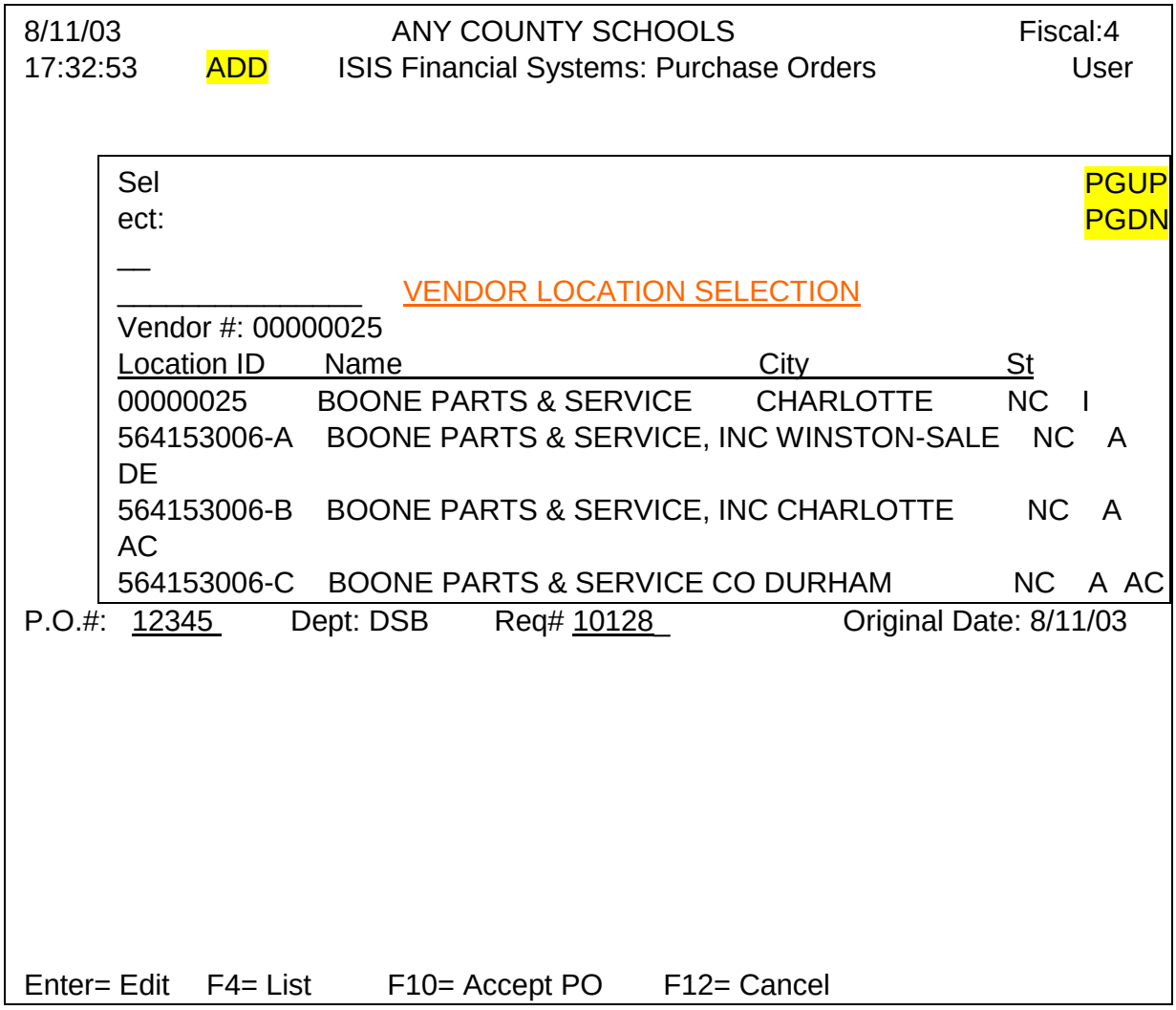
Delivery Date: _____
Account #: _____
Blanket: ___ (Y/N)

Est Shipping: _____.00

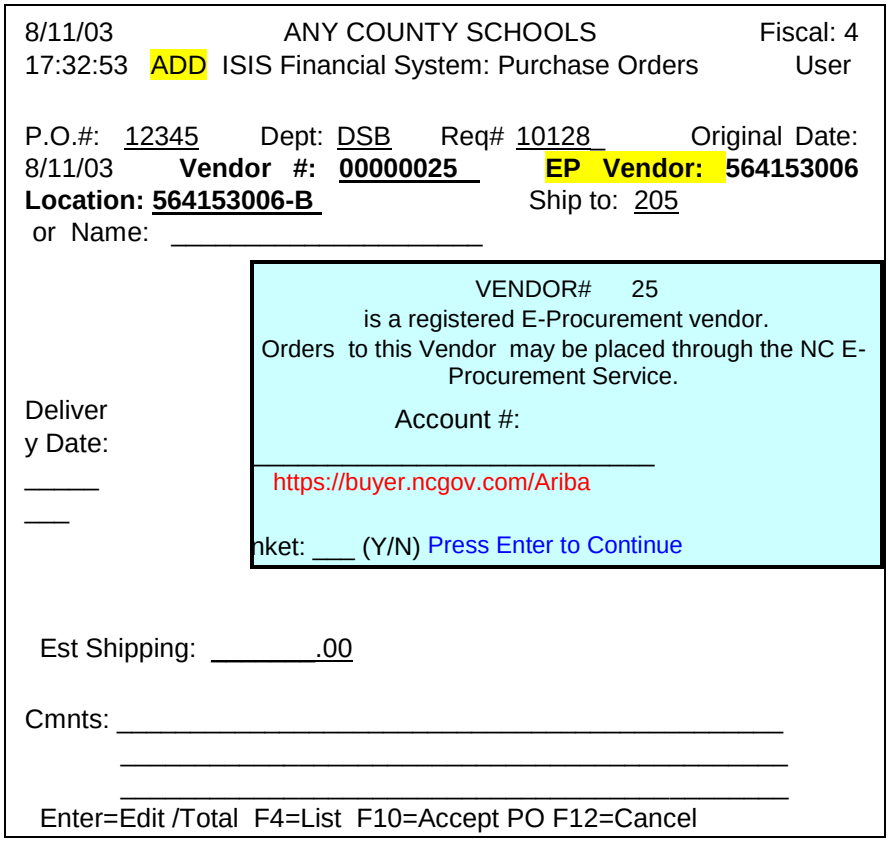
Cmnts: _____
_____
_____
Enter=Edit /Total F4=List F10=Accept PO F12=Cancel

POs can be created in ISIS for E-Procurement vendors. Both E-Procurement active and inactive vendors can be selected onto a PO. Before an inactive E-Procurement vendor can be used on a PO, the vendor must be activated (opt 51). If the user has vendor update authority that may be done within the PO program. Once activated the vendor may be selected for the PO to be created in ISIS.

When a vendor is selected, the following screen will appear asking you to select a location. If the vendor only has one location, this screen will not appear. The single location will default for that vendor.



After you select an E-P vendor and location the following message will appear:



If you wish to enter this order through the NCEP website, press F12 to cancel. If not continue by pressing enter. Pressing the enter key acknowledges the message above, and you have two choices:

- the user can press F12 to cancel this purchase order
- or continue data entry by completing the required fields.

Keep in mind, within the ISIS vendor file is a flag that may be set that mandates requisitions/ purchase orders to particular vendors be entered through the NCEP website and NOT through ISIS. Should such a vendor be selected, an error message box will display and you will not be allowed to proceed with the purchase order in ISIS. Your only option at this point would be to F12 and cancel this purchase order.

Please note: ISIS does not allow discounts to be entered on purchase orders for E-Procurement vendors If there is a discount, you must reflect it in the quantity or price per unit.

After completing the first screen, a NEW E-Procurement screen displays:

09:02:07 8/12/03 ANY COUNTY SCHOOLS Fiscal: 4 ADD ISIS Financial System:: Purchase Orders User

P.O.#: 12345 Dept: DSB Req# 10128 Original Date: 8/12/03
Vendor #: 25 EP Vendor 564153006
Location: 564153006-B Ship to: 205
EPID: 2654684684684698468
BOONE PARTS & SERVICE CENTRAL OFFICE

E-Procurement Information

Title: _____
Freight Terms: _____
Pay Terms: _____ Ship Method: _____
Deliver To: _____

F4=List F10=Accept F12=Return

Every field on the "E-Procurement Information" screen is optional but will be processed and sent to the vendor if completed. The TITLE and DELIVER TO fields are completely user defined. The F4 key can be used to select from a list of Freight Terms, Pay Terms, and Ship Method.

Press F10 to accept and enter the detail data for what is being purchased. The detail screen has changed for E-Procurement vendors. The new screen and requirements are as follows:

8/12/03 ANY COUNTY SCHOOLS Fiscal: 4
09:08:14 ISIS Financial System: Purchase Orders User
P.O.#: 12345 Dept: DSB Req#: 10128

EP Vendor

Line Qty Unit Unit Cost Description +

1 .00 EACH .0000 _____

Commodity:1.5100.061.411.304.000.00 _____ **Catalog:** _ **N** (Y/N) **Tax%:Vend.Itm** .00: _____
.00 **Whse**#: _____

Good/Service: __ (G/S) **Term Contract**:N (T/C/A/N) **Recycled**: N (Y/N) **Recycle**:___
Contract ID: _____

2 .00 EACH .0000 _____
1. 5100.061.411.304.000.00 **Tax%:** .00 .00
Commodity: _____ **Catalog:** _**N** (Y/N) **Vend.Itm**: _____ **Whse**#: _____
Good/Service: __ (G/S) **Term Contract**:N (T/C/A/N) **Recycled**: N (Y/N) **Recycle**:___
Contract ID: _____

3 .00 EACH .0000 _____
1. 5100.061.411.304.000.00 **Tax%:** .00 .00

Good/Service **Commodity:**: _____ __ (G/S) **Catalog:** _**Term Contract** **N** (Y/N) :N (T/C/A/N) **Vend.Itm**:**Recycled** _____ :**Whse** N (Y/N) #: _____ **Recycle**:___

Contract ID: _____

TOTAL REQ AMT MUST BE GREATER THAN ZERO

Est Ship: _____ **Mdse Total:** _____

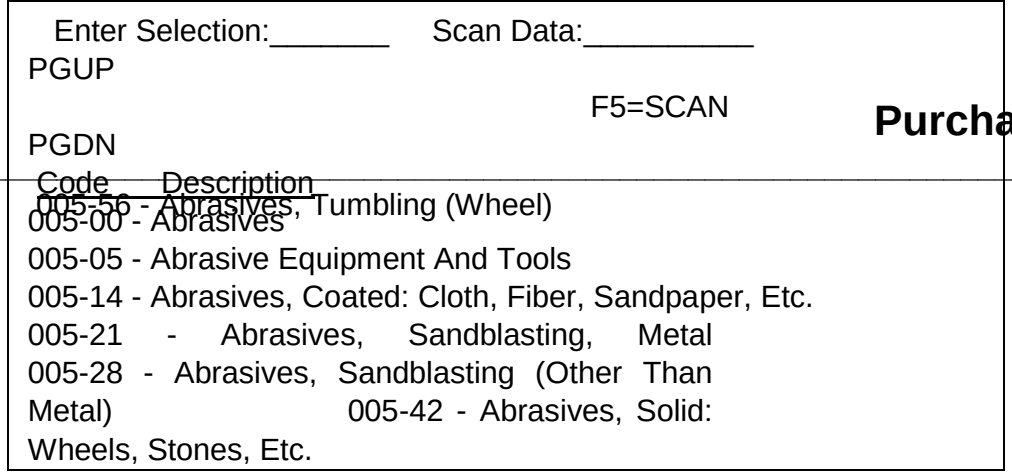
Tax: _____ **Req.Total:** _____

Enter=Edit/Total F2=Expand F4=List F10=Accept F12=Return

This screen contains several fields **required** by E-Procurement

- Qty must be in whole amounts, except for a service.
- Unit of measure can be selected from a list (F4).
- Account number can be selected from a list (F4).
- Commodity may be selected from a list (F4).
- Good/ Service is required and linked to Commodity code. This field is protected. **NOTE: if a commodity code is a service you will notice that the QTY, UNIT OF MEASURE, and UNIT COST change according to E-PROCUREMENT specifications! Please note the change. The dollars still work out appropriately. Changes to this field are futile, they will be corrected according to the goods/services indicator.**
- Catalog defaults to N. You may change this to a Y if appropriate.
- Term Contract defaults to N. Change as needed. If the Term Contract is T, C or A, then a Contract ID is required.
- Recycled refers to whether the item is recyclable and defaults to N but may be changed to Y if appropriate. The Recycle field next to it is the ISIS recycle code and it optional. It is still user defined and is used by the ISIS Recycle Report (opt 19 on the utilities menu)

There is an F4 search box on commodity codes:



- Within the Commodity Code Search box, you may either search for commodity codes by their numeric code OR enter a partial description and press the F5 key.
- The F5 key scans the commodity code file for the partial description entered and will bring back a list for you to choose from.
- You may use the arrow keys to highlight your selection and press enter or type it in the Selection field and press enter.

Once all required fields are entered, you may F10 to accept this purchase order. When the purchase order is accepted, the PO information will automatically transmit back to NCEP. The Finance Officer's name will be included in the PO for inclusion on the physical PO with the Pre-Audit Statement. The LEA number will be pre-pended to the PO number and used as the legacy document id on the purchase order sent to the vendor.

Changes to a Purchase Order

This section addresses making changes to Purchase Orders for E-Procurement vendors. This applies to those entered in ISIS or through the NCEP website. Changes are limited to certain fields. Rules for changes on an ISIS vendor PO have not changed!

How can you tell orders entered through ISIS to EP vendors from those entered via the NCEP website?

- Purchase orders entered through the NCEP website are noted on the screen as "EP ORDER".
- Purchase orders entered in ISIS to E-Procurement Vendors are noted onscreen as "EP VENDOR".

Entire lines may be deleted as they are now in ISIS – change the QTY to 0.
The PO may be cancelled as now in ISIS by pressing the (F7) key. **No new lines can be added**.

The following changes are allowed for catalog and non catalog items:

First Screen:

- Shipping
- Ship To Code
- Comments
- Need by

Second Screen: "E-Procurement Information" • Title

- Pay Terms
- Ship Method
- Deliver To **Detail Entry Screen:**
- Quantity– with the exception of "Punchout" or "Equotes" which are entered through the NCEP website.
- Taxes
- Account Code

The following changes are allowed ONLY for non catalog items:

- Item description
- Unit Price

The system will automatically resend orders to E-Procurement when:

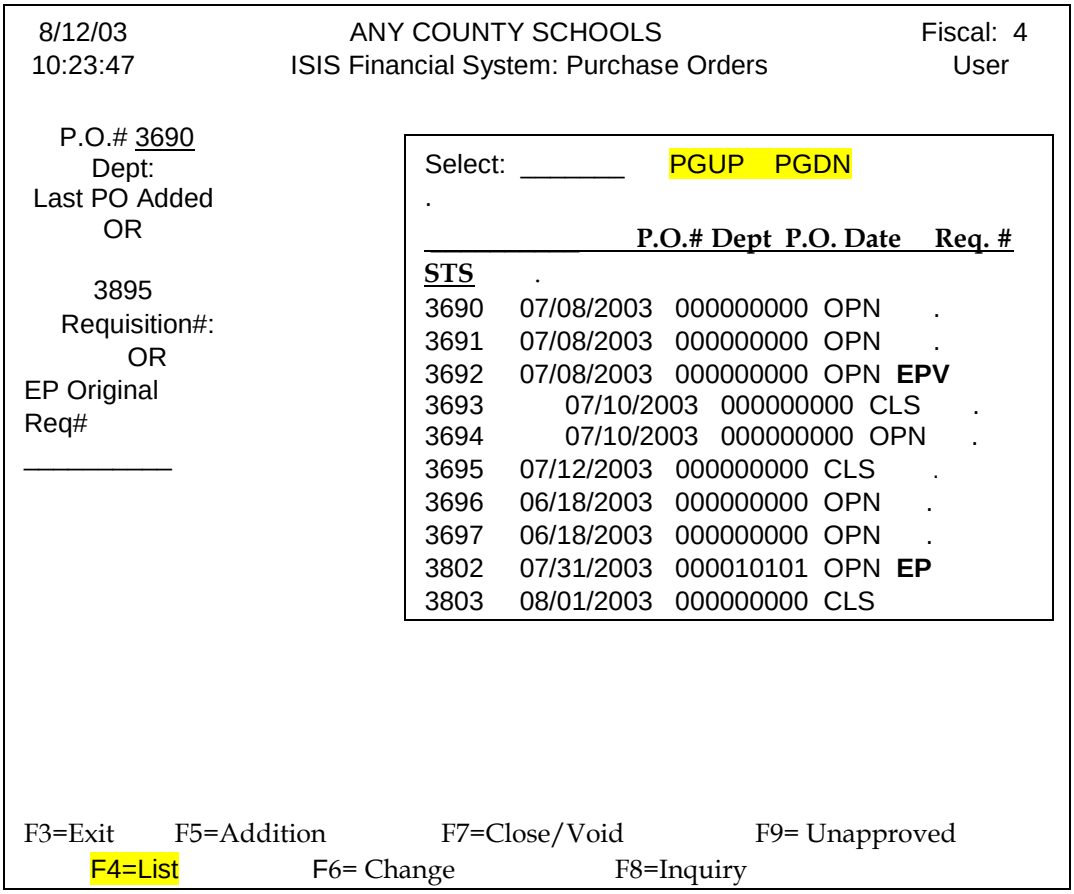
- an order is cancelled
- a line is deleted from (the quantity changed to zero) on an approved PO
- the PO total changes
- the description changes on a non-catalog item
- the Ship to changes on an approved order
- Need By date changes on an approved order

You may manually trigger a resend by setting the resend flag to Y on the "E-Procurement Information" screen.

Inquiry on a Purchase Order

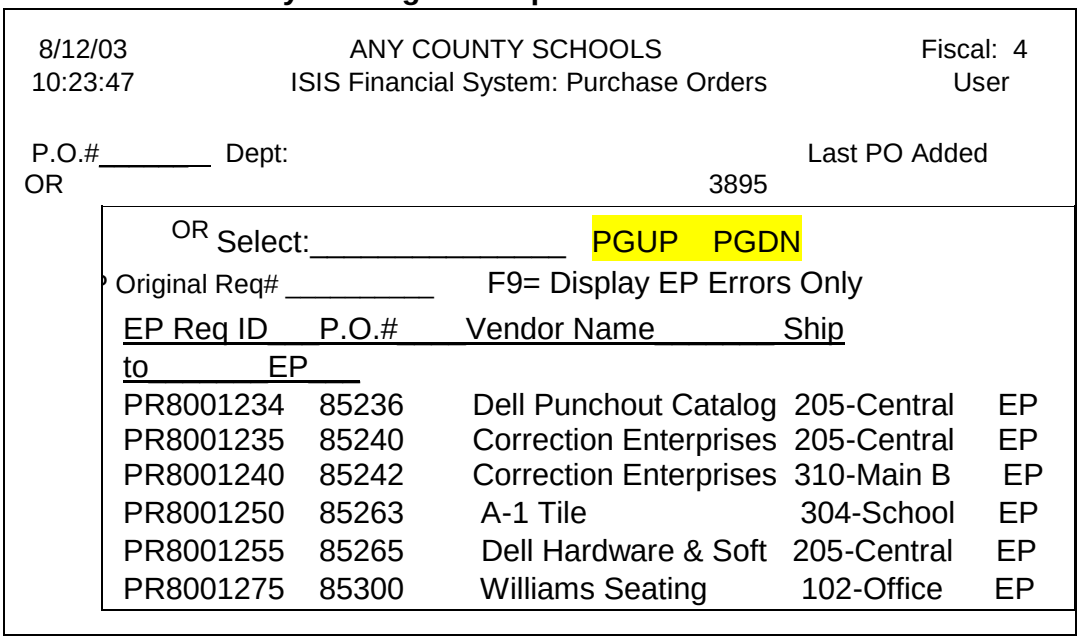
All Purchase Orders regardless of orientation may be viewed in inquiry mode (F8) for users with appropriate security. The F4 list box allows the user to search by PO number, by requisition number, or by EP Original Req#. Keep in mind, one EP Original Req# may be split into several ISIS Requisition #'s or ISIS PO #'s.

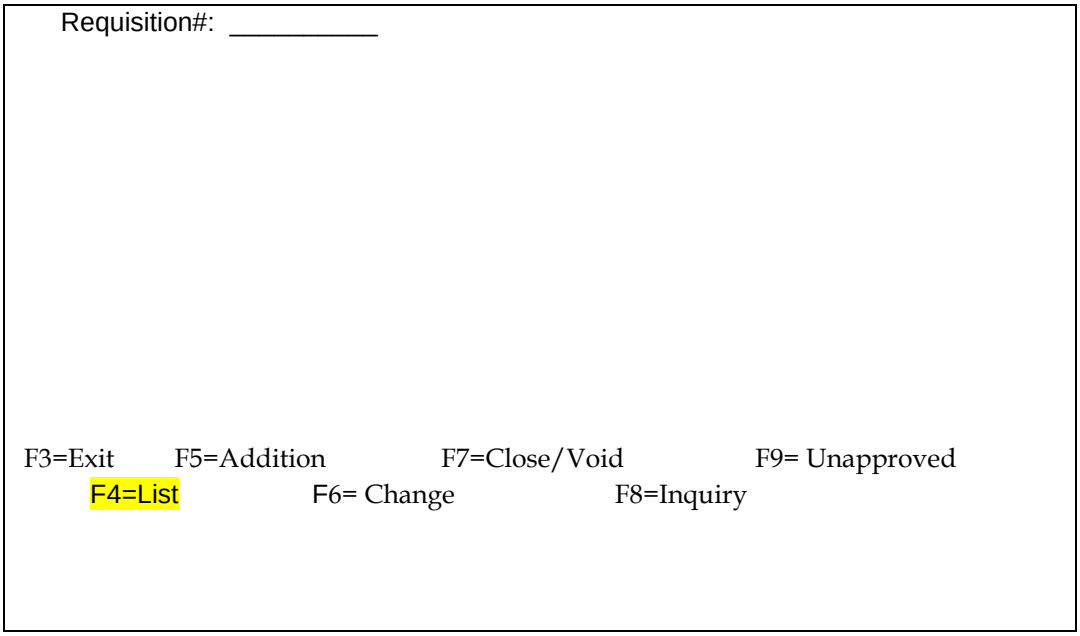
F4 Search box by PO#



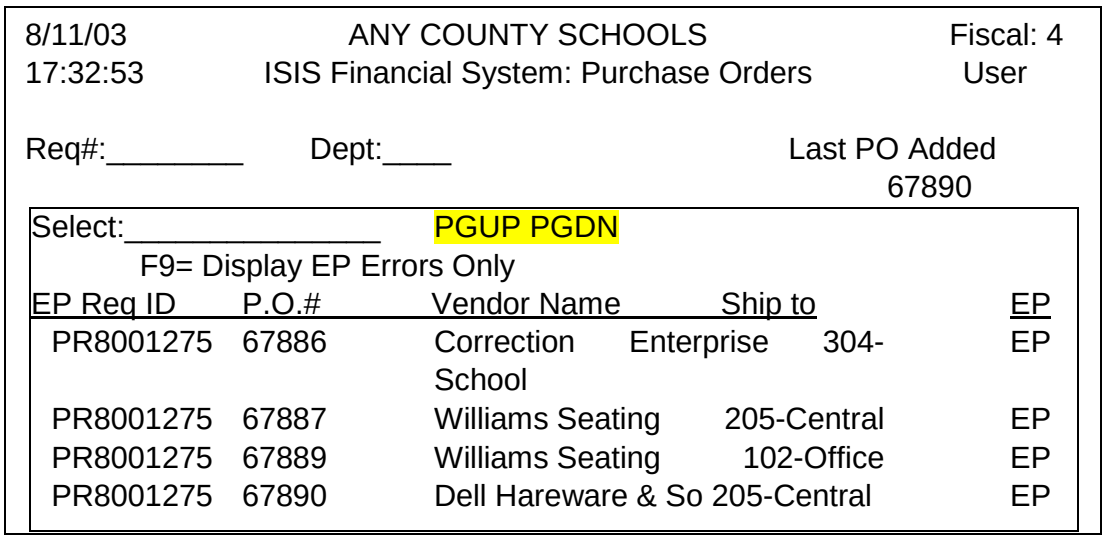
EP Vendors are noted in the search box by "EPV".
EP Purchase Orders (POs created in ISIS from requisitions imported from NCEP) are noted by "EP".

F4 Search box by EP Original Req#





You will receive the following screen if you enter an EP Originating Requisition ID that has been split into multiple ISIS Requisition #'s or ISIS PO #'s.



You may select a record by keying the selection in or by using your arrow keys to hightlight it. Once selected, you may press enter then F8 to bring up the entry screens in Inquiry mode. **No changes are allowed in Inquiry mode!**

Cancelling PO's in ISIS

The cancellation of purchase orders in ISIS has not been modified. Purchase orders of any orientation may be cancelled/deleted (F7). When a PO for an E-Procurement vendor is cancelled, the PO will be routed from ISIS to E-Procurement with a transaction code of “C”.

Printing POs

The Purchase Order print option (opt 54) has not changed. On E-Procurement orders printed through ISIS, “E-Procurement Order” will print on the top of the order to alert the user not to mail this order to the vendor. When an order is reprinted, “Reprint” will also display on the printed copy.

Payment Processing

Invoicing

Invoicing (opt 41) has NOT CHANGED! POs originating in the NCEP system will be invoiced in the same manner as any other ISIS PO. All Invoices will continue to be created and paid for through ISIS. **Direct Pay Invoices to E-Procurement vendors (invoices entered through option 41 without a purchase order attached) WILL NOT be routed back to the NCEP website.**

Listing and Posting of Invoices (opt 42) has NOT CHANGED! You are still required to list and post all invoices before you can write a check for them.

List Invoices Due Report (opt 43) has NOT CHANGED! All invoices due will print on this report according to the parameters you ask for, including invoices due to E-Procurement vendors.

Check Writing

The Check Writing routine (opt 22) has NOT CHANGED! You will continue to write checks for all your invoices as normal. Invoices created from POs to E-Procurement vendors will be paid for through ISIS as you do with any other vendor invoices. Keep in mind direct pay invoices will not be routed back to the NCEP website.

Voiding checks (opt 24) has NOT CHANGED! You are still able to void checks to any vendor as needed if you have authority to do so, including checks to E-Procurement vendors. If a check written against a PO to an E-Procurement vendor is voided, the record will be routed back to the NCEP website marked VOID. If the check to the E-Procurement vendor was a result of a direct pay invoice, a void record will not be routed back to the NCEP website.

The Manual Check program (opt 25) has NOT CHANGED! You will continue to write checks for all your invoices as normal. Invoices created from POs to E-Procurement vendors will be paid for through ISIS as you do with any other vendor invoices. Keep in mind direct pay invoices will not be routed back to the NCEP website.